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**Job Description**

**Job Title:** Team Secretary

**Main purpose of job:** To provide administrative and secretarial support to the Local Medical Committee, including for all projects within it e.g. Buying Group, Phoenix Programme, GP-S. Support the smooth running the office and ensure that the LMC committee and Chief Executive are also supported with regards to minute taking, diary management etc.

**Relationships:**

1. *Responsible to*: Helen Shuker, Head of Operations/Michael Wright, Chief Executive
2. *Liaison with:* All members of the LMC including those working in the LMC Buying Groups Federation, Phoenix Programme and GP-S

**Main tasks of job:**

1. Helping to formulate the agendas, take minutes and updating the action log for the LMC Committee meetings, pastoral network meetings, sub-committee meetings etc. working with the Communications Officer and Chief Executive.
2. Organise meetings using MS Outlook to invite attendees and book venues.
3. To organise LMC representation at the UK LMC Conference meeting, England LMC Conference meeting, LMC Secretaries Conference. This will include collating submissions to the Conferences such as motions, organising travel and expenses for all attendees as well as food and accommodation.
4. To support any LMC committee election campaigns and administration around new members/exiting members working with the Senior Finance Officer.
5. Assisting the Head of Operations with supporting all matters related to Information Management and Technology, telephony and facilities management working at times with external contractors.
6. Maintaining an asset register for the company ensuring that there is a plan for replacing equipment as contracts end/equipment and software becomes obsolete.
7. Supporting the Head of Operations to support all areas affecting the premises including the lease and infrastructure. Being the link person with other building tenants to ensure that any issues are addressed promptly, responsibilities for the premises etc are shared.
8. Liaising with any contractors/suppliers to the office and advising the Head of Operations of performance of contractors e.g. cleaners.
9. Maintaining the database and shared drive to ensure clarity and appropriate content and access, escalating to the Head of Operations if any changes are needed.
10. Assisting with induction planning for new staff to show them around the office and ensure that they have a plan to learn from existing staff about their areas of responsibility and that they get the appropriate training required for their roles.
11. Maintaining the outlook calendar to ensure that there are no room clashes, this also involves ensuring that the rooms are set up for any meetings/events.
12. Providing assistance to the Chief Executive and Head of Operations in managing their diary commitments, taking messages etc.
13. Providing admin support to the Head of Operations for any duties reasonably requested. This may entail supporting any LMC/PSS/LMC Buying Group personnel with their roles.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Employee Signed: Date:

Employer Signed: Date: